

PUBLIC NOTICE

Meeting: Library Board of Trustees
Tuesday, April 12, 2022, at 6:00 PM
Butler Public Library, 12808 W. Hampton Avenue

THIS MEETING IS SCHEDULED TO TAKE PLACE IN PERSON AND VIRTUALLY.

Join Zoom Meeting

<https://us02web.zoom.us/j/88607583090?pwd=TlNYQWRKZmRvMlVZSEg1bXM4cjlEYQT09>

Meeting ID: 886 0758 309

Passcode: U7nVEu3z

By Phone Only: 1 312 626 6799

PLEASE TAKE NOTICE that the Library Board will meet on the 12th day of April 2022 at 6:00 PM, at which time and place the following items of business will be considered and possibly acted upon:

1. Roll call
2. Persons Desiring to be Heard (3-minute limit per person)
3. Trustee Education
 - 3.1. Consideration of our Programming Policy (Goal #1: Resource)
4. Communications – please refer to the Directors Report for additional items
 - 4.1. Community Input Gathering project update (Goal #3: Community Alignment)
 - 4.2. Other Communications
5. Consent Agenda

Note: Prior to voting on the Consent Agenda, items may be removed at the request of any Board Member and placed on the agenda under New Business.

 - 5.1. Consideration of minutes: March 8, 2022, March 24, 2022, and March 31, 2022
 - 5.2. Current Financial Report
 - 5.3. February Circulation and Use Report; March Circulation and Use Report
 - 5.4. YTD Public Computer usage report
 - 5.5. April Director's Report
6. New Business
 - 6.1. Discussion and possible action on approving the Meeting Room policy (Goal #1: Resource)
 - 6.2. Discussion and possible action on the Allowable Cost Worksheet
7. Old Business
 - 7.1. Discussion and possible action on budgeting for Hoopla (Goal #1: Resource)
 - 7.2. Consideration to adjourn into Closed Session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation or performance evaluation of any public employee. Items of Discussion:
 - 7.2.1. Director's Position Applications
8. Open session - After completion of business in Closed Session, reconvene into Open Session to consider possible action(s) with respect to closed session agenda items.
 - 8.1. Review and possible action on various applications.
9. Schedule next meeting: May 10, 2022
10. Adjournment

2021-2023 Strategic Goals: <Resource><Staff><Community><(Tech)Planning>

Notice: It is possible that members of, and possible a quorum of other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

Dated: April 5, 2022
McKenzie Richardson
Interim Manager

Charlene M Benjamin
President

2021-2023 Strategic Goals: <Resource><Staff><Community><(Tech)Planning>

Notice: It is possible that members of, and possible a quorum of other governmental bodies of the Village may be in attendance at the above-stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in the above notice. Please note that, upon reasonable notice, good faith efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, contact the Village Administrator /Clerk at 262-783-2525 at least 24 hours in advance of the meeting.

List of Documents -- April 2022

Item	Page No.	Relevant Document(s)
	1	Agenda April 2022
	2	April 2022 List of Documents
3.1	4	Programming Policy
5.1	5	March 8, 2022 Minutes
5.1	7	March 24, 2022 Minutes
5.1	8	March 31, 2022 Minutes
5.2	n/a	March 2022 Financials – to be distributed
5.3	9	February 2022 Circulation & Program numbers
5.3	11	March 2022 Circulation & Program numbers
5.4	13	YTD Public Computer Usage Report
5.5	14	April 2022 Director's Report
6.1	15	Meeting Room Policy
6.2	n/a	Allowable Cost Worksheet – to be distributed
7.1	16	Hoopla Budgeting

I. Programming Policy

A “program” is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, films, and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

Do we need any more detail than this? Like guidelines as to what kinds of programs are appropriate? Or?

Commented [CB1]: Needs updating – staff or board members can be part of the program

Minutes of Butler Public Library Board Meeting – March 8th, 2022

Minutes not formally approved until next Library Board meeting on April 12th, 2022

Meeting was called to order by Charlene Benjamin at 6:00pm.

1) Members Present

- a) Charlene Benjamin, Andy Kristensen, Roger Benjamin, Michael Bates, Laura Meyer, Robert Krause, Tom Sardina
- b) Excused: Karl DeBelack
- c) Guests: Pat Tiarks, Carol Zuba, Tom Sardina

2) Persons Desiring to be Heard

- a) N/A

3) Trustee Education

- a) Board Terms & Bios

4) Communications

- a) Technology Review (Goal #4: Tech Planning)
 - i) Explored costs of keeping 11 computers running
 - (1) Two types of computers: computers used to run the business of the library and the public computers used by our patrons
 - (2) If we got rid of one public computer, it would only save us \$44 a year
- b) Policy Revision Process
 - i) Adopted last year; Charlene has detailed Policy Review Process pictograph that can be seen on request
- c) Other Communications
 - i) Open house for former director Jodi on March 26th at the library from noon to 2pm

5) Consent Agenda

- a) Consideration of minutes: February 8, 2022
- b) Current Financial Report
- c) Circulation and Use Report
 - i) We did not get one this week because the report hadn't been made by Bridges yet; we will see it at the next month's meeting
- d) Director's Report
- e) Motion to approve by Michael Bates, seconded by Roger Benjamin, motion carried unanimously.

6) New Business

- a) Discussion and possible action on budgeting for Hoopla
 - i) Hoopla provides digital access to music, movies, audiobooks, and a few eBooks
 - ii) 8 patrons checking out 98 total items
 - iii) The Board is wondering if there is a way to budget Hoopla in, i.e. stopping checkouts each month after a certain cost is achieved
 - iv) Board needs to find out what there is in our budget that could go towards this; we can set our budget next month

- (1) Motion to investigate budgetary means related to Hoopla and possible use constraints made by Laura Meyer, seconded by Michael Bates, motion carried unanimously
- b) Discussion and possible action on revising Meeting Room policy
 - i) Get Charlene any questions or concerns by next meeting about the policy; we will vote next month on whether or not to accept it
- c) Discussion and possible action to implement plan for Community Input Gathering
 - i) Motion to accept the project plan by Michael Bates, seconded by Roger Benjamin, motion carried unanimously
- d) Discussion and possible action on electing Board President
 - i) Charlene will stay on as President
- e) Discussion and possible action on electing Treasurer
 - i) Charlene nominated Roger Benjamin for the position, seconded by Laura Meyer, carried unanimously
- 7) **Old Business**
 - a) Consideration to adjourn into Closed Session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation, or performance evaluation to any public employee.
 - i) Motion to go into Closed Session at 6:31 PM by Michael Bates, seconded by Laura Mayer, carried unanimously
 - ii) Director's Position Applications
 - b) Open Session – After completion of business in Closed Session, reconvene into Open Session to consider possible action(s) to closed session agenda items.
 - i) Motion to return to open session by Roger Benjamin, seconded by Michael Bates, carried unanimously.
 - ii) Review and possible action on various applications.
 - (1) Motion to move forward with the selected candidates by Laura Meyer, seconded by Michael Bates, carried unanimously.
- 8) **Schedule Next Meeting**
 - a) April 12th, 2022 at 6pm
 - b) Will continue to offer both Zoom and in-person meeting availability.
- 9) **Adjournment**
 - a) Motion to adjourn by Roger Benjamin, seconded by Michael Bates, motion carried unanimously at 6:51 PM.

Minutes of Butler Public Library Board Meeting – March 24th, 2022

Minutes not formally approved until next Library Board meeting on April 12th, 2022

Meeting was called to order by Charlene Benjamin at 7:00pm.

1) Members Present

- a)** Charlene Benjamin, Andy Kristensen, Roger Benjamin, Michael Bates, Laura Meyer, Robert Krause, Karl DeBelack, Tom Sardina, McKenzie Richardson
- b)** Guests: Karol Kennedy, Genavieve Danes

2) New Business

- a)** Consideration to adjourn into Closed Session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation, or performance evaluation to any public employee.
 - i)** Motion to go into Closed Session at 7:01 PM by Michael Bates, seconded by Tom Sardina, carried unanimously.
 - ii)** Item discussed: Interviewed Genavieve Danes for the position of Director of the Butler Public Library.
- b)** Open Session – After completion of business in Closed Session, reconvene into Open Session to consider possible action(s) to closed session agenda items.
 - i)** Motion to return to open session by Tom Sardina at 8:49 PM, seconded by Michael Bates, carried unanimously.
- c)** Motion that upon successful completion of reference checks, the Board President will move forward with negotiations for a contract, pending Board approval, by Andy Kristensen. Seconded by Michael Bates. Motion carried unanimously.

3) Adjournment

- a)** Motion to adjourn by Roger Benjamin, seconded by Michael Bates, motion carried unanimously at 8:51 PM.

Minutes of Butler Public Library Board Meeting – March 31st, 2022

Minutes not formally approved until next Library Board meeting on April 12th, 2022

Meeting was called to order by Charlene Benjamin at 7:00pm.

- 1) Charlene called meeting to order at 6:30 PM.
- 2) **Roll Call**
 - a) Charlene Benjamin, Andy Kristensen, Laura Meyer, Robert Krause, Karl DeBelack, Tom Sardina, McKenzie Richardson
 - b) Excused: Michael Bates, Roger Benjamin
 - c) Guests: N/A
- 3) **Persons Desiring to be Heard**
 - a) N/A
- 4) **New Business**
 - a) Consideration to adjourn into Closed Session under Wis. Statutes 19.85 (1)(c) to consider the employment, promotion, compensation, or performance evaluation to any public employee.
 - i) Director's Position Offer & Contract Draft
 - (1) Motion to go into Closed Session at 6:31 PM by Tom Sardina, seconded by Karl DeBelack, carried unanimously.
 - b) Open Session – After completion of business in Closed Session, reconvene into Open Session to consider possible action(s) with respect to closed session agenda items.
 - i) Motion to return to open session by Tom Sardina at 6:49 PM, seconded by Andy Kristensen, carried unanimously.
- 5) **Schedule Next Meeting**
 - a) Next meeting will be held on April 12, 2022
- 6) **Adjournment**
 - a) Motion to adjourn by Tom Sardina, seconded by Robert Krause, motion carried unanimously at 6:50 PM.

2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors-2021	824	965	1,100	1,068	1,038	1,559	1,457	1,479	1,431	1,423	1,361	1,402	15,107
2022	1,383	1,301											2,684
Circulation													
Adult - 2021	1,396	1,302	1,131	1,154	1,169	1,410	1,386	1,319	1,328	1,399	1,221	1,270	15,485
2022	1,221	1,065											2,286
Children -2021	1,422	1,540	971	940	984	1,144	1,210	1,500	1,461	1,345	1,515	1,071	15,103
2022	1,257	1,454											2,711
Total Circulation -2021	2,818	2,842	2,102	2,094	2,153	2,554	2,596	2,819	2,789	2,744	2,736	2,341	30,588
2022	2,478	2,519											4,997
E & Audio Books -2021	91	72	97	84	115	79	74	90	102	103	115	110	1,132
2022	88	119											207
Total Circ with E-books - 2021	2,909	2,914	2,199	2,178	2,268	2,633	2,670	2,909	2,891	2,847	2,851	2,451	31,720
2022	2,566	2,638	0	0	0	0	0	0	0	0	0	0	5,204
New Library Cards-2021	5	14	13	7	7	23	12	14	14	19	7	11	146
2022	8	9											17
Computer Use (Sessions) -2021	158	172	196	211	204	261	215	222	255	279	246	210	2,629
2022	199	204											403
Conference Room													
Scheduled/Occupied - 2021	0	0	3	6	8	10	9	12	14	22	16	9	109
2022	8	9											17
Patrons - 2021	0	0	21	32	28	39	46	32	70	67	54	22	411
2022	36	42											78

2022	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (6-11) (all attendees)													
Storytime	28	26											
Lego Club	18	16											
Passive Coloring /Activity Pages	26	35											
1,000 Books Before Kindergarten													
Kids' Choice		2						0					
Children's Totals	72	79	0	0	0	0	0	0	0	0	0	0	0

Children's (0-5) (all attendees)													
Children's Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

Young Adult (12-18)													
Passive Coloring /Activity Pages	4	4											
Young Adult Totals	4	4								0			

Adult													
Butler Did It Book Club		7											
Welcome to Medicare		2											
Coffee & Crosswords (began February 12)		5											
Adult (all ages) Totals	0	14	0	0	0		0	0	0	0	0	0	0

General Interest (All Ages)													
Lionel Train Show	48												
"How Much Have You Saved?" (Jan-Feb)	20	15											
Library Lovers Month		20											
Button Making Workshop		12											
Adult (all ages) Totals	68	47	0	0	0		0	0	0	0	0	0	0

2021	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	TOTALS
Patron/Visitors-2021	824	965	1,100	1,068	1,038	1,559	1,457	1,479	1,431	1,423	1,361	1,402	15,107
2022	1,383	1,301	1,728										4,412
Circulation													
Adult - 2021	1,396	1,302	1,131	1,154	1,169	1,410	1,386	1,319	1,328	1,399	1,221	1,270	15,485
2022	1,221	1,065	1,174										3,460
Children -2021	1,422	1,540	971	940	984	1,144	1,210	1,500	1,461	1,345	1,515	1,071	15,103
2022	1,257	1,454	1,504										4,215
Total Circulation -2021	2,818	2,842	2,102	2,094	2,153	2,554	2,596	2,819	2,789	2,744	2,736	2,341	30,588
2022	2,478	2,519	2,678										7,675
E & Audio Books -2021	91	72	97	84	115	79	74	90	102	103	115	110	1,132
2022	88	119	119										326
Total Circ with E-books - 2021	2,909	2,914	2,199	2,178	2,268	2,633	2,670	2,909	2,891	2,847	2,851	2,451	31,720
2022	2,566	2,638	2,797	0	0	0	0	0	0	0	0	0	8,001
New Library Cards-2021	5	14	13	7	7	23	12	14	14	19	7	11	146
2022	8	9	17										34
Computer Use (Sessions) -2021	158	172	196	211	204	261	215	222	255	279	246	210	2,629
2022	199	204	247										650
Conference Room													
Scheduled/Occupied - 2021	0	0	3	6	8	10	9	12	14	22	16	9	109
2022	8	9	11										28
Patrons - 2021	0	0	21	32	28	39	46	32	70	67	54	22	411
2022	36	42	50										128

2022	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
Children's (6-11) (all attendees)													
Storytime	28	26	60										
Lego Club	18	16	19										
Passive Coloring /Activity Pages	26	35	55										
1,000 Books Before Kindergarten													
Kids' Choice		2						0					
Children's Totals	72	79	134	0	0	0	0	0	0	0	0	0	0

Children's (0-5) (all attendees)													
Children's Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

Young Adult (12-18)													
Passive Coloring /Activity Pages	4	4											
Young Adult Totals	4	4								0			

Adult													
Butler Did It Book Club		7	7										
Welcome to Medicare		2											
Coffee & Crosswords (began February 12)		5	9										
Open House with Jodi			24										
Adult (all ages) Totals	0	14	40	0	0		0	0	0	0	0	0	0

General Interest (All Ages)													
Lionel Train Show	48												
"How Much Have You Saved?" (Jan-Feb)	20	15											
Library Lovers Month		20											
Button Making Workshop		12											
Tiny Art Show - paintings			48										
Tiny Gallery Night			80										
Community Mural		20											
Adult (all ages) Totals	68	47	128	0	0		0	0	0	0	0	0	0

PC Id	Identifier	Total Uses	Total Time (hh:mm:ss)	Average Session	Available Hrs since Jan 1	Hrs Used	Percentage Use vs Avail.
CS811530	PC#3	98	98:16:00	60.163	535.25		
DESKTOP-14UVHV9	PC#5	92	144:56:00	94.522	535.25		
DESKTOP-8S10G22	PC#4	104	97:49:00	56.433	535.25		
DESKTOP-DE3L79J	PC#1	127	61:49:00	29.205	535.25		
DESKTOP-P4DSBIV	PC#2	137	91:24:00	40.029	535.25		
DESKTOP-UJCF9SJ	PC#6	92	85:27:00	55.728	535.25		
TOTALS		650	579:41:00	53.509	3211.50	579.68	18%

April Director's Report

Lost items:

Staff found just the covers for two newly purchased items – a DVD and a BlueRay disk on the shelf. Together, these items were worth about \$40. Staff is keeping an eye on the stacks. It was probably a younger patron based on the items stolen. However, we have no security that would prevent someone walking out with any item that was easily concealed. Other than the vigilance of our staff.

Friends Events:

The Tiny Art Show Gallery Night on March 28th was an outstanding success. This was an excellent event showing off the library, staff, and all that we have to offer. Many thanks to the Friends, staff, volunteers, and artists who made it happen.

Laptop update:

Diagnostics on the laptop showed it to be extremely out of date. Taylor Computing uploaded missing updates, increased the random access memory (RAM) from 8 to 16 gigs, and replaced old spinning hard drive with a solid state hard drive. This brings the laptop to a better performance level and should make it last until 2025. Cost: \$327 , Rationale: Productivity! The laptop was so slow as to be virtually unusable.

Non-competitive grant via Bridges:

All libraries are awarded \$1,100 ARPA funds. We have chosen an OWL conference camera/mic/speaker. This is used across the Bridges system for conferencing, and to improve communications. Link: <https://owllabs.com/products/meeting-owl-pro>
Potential: once staff is settled in with new Director, we may be able to expand some programming to shut-ins or those still unable or unwilling to travel.

Grandfathered Milwaukee Library Cards:

Per our circulation policy, Milwaukee residents pay \$40 / year for cards. Milwaukee County patrons save thousands per year by using our library instead of purchasing items. Recently a patron claimed "grandfathered" status for her expired library card. McKenzie contacted Jodi and Bridges, neither were aware of the individual or any grandfather policies. The payment history showed the patron has held a card since 2007 but has never paid. Regardless of the circumstances with this specific patron, we do need to be consistent with our policy. I left it up to the library staff to provide a grace period, but to inform the patron she would need to pay the Milwaukee County cost or provide us with proof that she is an employee or businessperson in Butler, or a teacher or student at St. Agnes, or Immanuel Lutheran (the only exceptions to our policy).

Alarm on March 30th:

Someone from Village Hall opened the library doors to let the contractor in to finish the wall repairs. The alarm was triggered, and police dispatched. I checked in at the building after a call from Tom Sardina and cancelled the alarm. Kayla now has a record of the code for Village Hall, should they need to access the building in the future. DPW has their own code but apparently were not available to open the doors.

Proclamation:

Stop in and ask McKenzie about the proclamation from Governor Tony Evers!

I. Meeting Room Policy

Potential users and priority

1. First priority is given to library and government use of the meeting room. Library, library affiliated, or library sponsored/co-sponsored meetings or programs have priority over all other requests.
2. The library's meeting room is intended primarily for programs operated and sponsored by the library, the municipality, and nonprofit organizations or groups in the community.
3. The priority of all users is as follows:
 - Library programs or programs in which the library is a sponsor, participant, or cooperating agency
 - Other village department functions
 - Meetings sponsored by Waukesha County nonprofit, civic, or service organizations in the community
 - Meetings of local community organizations or informal groups
 - For profit Waukesha County groups; for a donation
4. Requirements
 - The room maybe reserved no more than 90 days in advance.
 - It is understood that library programming will have first use in room use.
 - There will be no charge for use of the meeting room. (Unless requested by a for-profit group, where a donation will be requested.)
 - No admission may be charged by the group.
 - Non-alcoholic refreshments may be served and shall be supplied by the group. No smoking is allowed.
5. Responsibilities
 - The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies and beliefs by the library staff or board.
 - The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individuals attending a meeting.
 - The library board and staff do not assume any liability for groups or individuals attending a meeting in the library.

Hoopla

Paid from account#50169 – Shared Databases

Budgeted for 2022 - \$621

Annual costs via Bridges:

• Gale Courses:	\$210
• Share of database cost	\$ 95
• Zoom license	<u>\$216</u>
Committed	\$521

Bridges compensation for Hoopla for 2022: \$180

2021 Hoopla Costs: \$195.72*

*8 patrons, checking out 98 different items over 12 months.

Considerations:

- Bridges *may* continue to offer reimbursement, but there is no way of knowing how much until after all the levels of budgeting are done.
- We are the only Bridges library that does not list Hoopla as a service on our website.
- A budget of \$50/ month translates into 1 item per day, per person.
- Budgeted amounts accumulate. If no one checks anything out on day 1, the budget rolls to day 2, and forward until the end of the month. Budgeted amounts do not roll over month to month. Likewise, if the whole budget is used up on day 1, there can be no more check-outs until the start of the next month.
- Patrons will not know that the limit has been reached until they select an item and attempt to check it out.
- There does not appear to be proactive messaging: i.e., “No funds available today”
- Those libraries who are setting budget caps also tend to have more circulation from Hoopla, and therefore higher costs.

Decision needed:

- List Hoopla on our website or not
- Set a budget cap or not